



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date

11-22-71

**INSTRUCTIONS:** See separate instructions for completion of FOR RECORDS MANAGEMENT DIVISION USE

2. Agency Application No.

9

front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.

Date Received Application No. Date Completed

3. AGENCY, Division, Subdivision & Administering Office Address

Comptroller General's Office  
State Fire Marshal's Office - Administration  
7 Hunter St., S. W. Room 447

4. Person to Contact

John R. Gore, Jr.

5. Working Title

State Fire Marshal

6. Tel. No.

656-2064

## 7. ACTION REQUESTED

- ESTABLISH DISPOSITION STANDARD;  DISPOSE OF PRESENT ACCUMULATION;  
RECORD WILL CONTINUE TO ACCUMULATE.  NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates

1963 to date

9. EXACT SERIES TITLE

Administrative correspondence relating to all divisions, functions & responsibilities of the State Fire Marshal's Office.

10. What function performed resulted in creation of this series

9. TITLE: STATE FIRE MARSHALL CORRESPONDENCE FILES

The initiation and administration of the State's arson investigation, fire safety inspection, licensing and regulatory programs as directed by law.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

Administrative correspondence relating to all divisions, functions and responsibilities of the State Fire Marshal's Office.

12.

EQUIPMENT OCCUPIED

No. of Drawers

Cu. Ft. of Records

No. of Drawers

Cu. Ft. of Records

Letter-size File Drawers

1

2

Legal-size File Drawers

8

16

ANNUAL RATE OF ACCUMULATION

Floor Space Occupied (Square Feet)

By Annual Accumulation

AVERAGE DAILY REFERENCES

In Office(s)

In Storage Areas(s)

14

This Year's

Last Year's

Preceding Year's

All Prior Years

10

5

1

less than 1

## QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series?
14. Is there a duplication of this series in another office or agency?
15. Is the information contained in this series ever summarized or published?
16. Does the series contain classified information requiring security handling?
17. Does the series document policies and procedures of agency's operation or function?
18. Could the function be performed if the files were lost or destroyed?
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. Does the record series provide data as input to an EDP file?
21. Does the record series contain documentation produced as EDP printout?
22. Is the series affected by Federal or grant funds?
23. Will there be a need for these records 10, 15 years from now? If yes, what?  
Historical value
24. REQUIREMENTS. The following requires the files to be kept 6 years:

a.  STATE LAW    b.  STATUTE OF LIMITATION    c.  AUDIT PERIOD    d.  FEDERAL LAW    e.  ADMINISTRATIVE DECISION    f.  HISTORICAL VALUE  
 (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each  CALENDAR YEAR  FISCAL YEAR  OTHER, then:

- A.  Destroy immediately after cut off.  
 B.  Hold in current files area 1 month(s)/1 year(s), then:  
 1  Destroy.  
 2  Transfer to records center; hold 1 year(s), then:  
 a  Destroy.  
 b  Transfer historical material to Archives;  
 destroy remainder.  
 3  Destroy after audit (or 1 year(s) after audit).  
 C.  Hold in current files area indefinitely.  
 D.  Hold in current files area 4 year(s), then transfer to Archives permanently.  
 E.  Other

(Indicate briefly rationale for recommendations above/or write additional remarks):  
 Due to administrative nature of files, they should be available for review for 6 years and then historical material should be transferred to Archives.

## (ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by  
Ponda Walker

Recommendations prepared by  
Ponda Walker

Approved for Revision Date

Records Management Officer Date

*Bill Rose 11/9/71*

Recommendations  
in Paragraph 25  
are:

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>Johnnie L. Calaway</i>	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>Ben W. Doty Jr.</i>	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>Jimmy Carter</i>	Date